

Development Operations Partnership Meeting Notes
June 29th – 30th, 2005
Payson, Arizona

Wednesday, June 29th, 2005

Announcements & Introductions

Sam Maroufkhani invited the team to introduce themselves by stating their name, title, and to indicate if any new employees were promoted, hired, or left their staff.

Review Charter & PEP Results

Dan Lance reviewed the charter. The team was asked if any changes needed to be made to the charter. The team agreed to retain the current charter.

Ginger reviewed the PEP Results and asked the team to give input
Mike Manthey found that his staff understands how to resolve issues at the team level
Ron Casper stated that a lot of key changes could have attributed to Communication Goal Rating

The Environmental Focus – Resource Realignment: Doug Forstie
Refer to Presentation

Prop 400 – How it Effects ITD: Bill Hayden
Refer to Presentation

RTP – Pima County: Dennis Alvarez
Status: Pima County put together 4 Task Forces to address their issues. They identified 29 projects to address mobility, etc. Funding is being set aside from RTA Plan. The plan will generate 1.9 billion. The ½ cent sales tax increase will go up to 8.2%. Focus will be placed on Bus Pull Outs, Park & Ride Centers, and Neighborhood Assistance.

Action: Dennis will send his Presentation to Judonne.

Public Involvement, Present Structure, General Overview: Sally Stewart & Matt Burdick
Refer to Presentation

Accomplishments During FY 05 – Dan Lance
Dan discussed the modifications to Design Build Legislation. Job Order Contracting (JOC) and Construction Manager at Risk in the process of updating legislation.
JOC Projects to date
1. Signal Installation – Mike Manthey will assist.
2. Erosion Control and Seeding On-Call Contract proposed. Dan asked the team to give input regarding this process to Julio Alvarado.

Status Reports from Current Task Teams

Project Development Process Manual Update – Bob Miller
Refer to Presentation

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Access Control Management Studies/Policies – Arnold Burnham

Refer to Presentation

New Standard Spec Book – Barry Crockett

Refer to Presentation

Action: Barry to provide a revised completion date to Cynthia Mills. (At this time Barry indicates it will be advertised in the next 3-6 months and delivered within 18months)

Streamline Tracs #-9999 – Steve Jimenez

Refer to Presentation

Status: Project Completed – Implementation to begin in 8/05

Coordination of Geotech Sub-consultants on Consultant Designed Projects – Jim Delton / John Lawson

(Update taken from John Lawson's handout)

Background – Concern that geotechnical investigations/testing by Geotechnical Consultants working directly for Primes are not adequate.

Team Members: Jim Delton; Ron Casper; Bob Miller; Susie Tellez; Jim Romero; John Lawson

First Meeting – Several members unavailable to attend. Ron Casper made a special effort to attend and recommended that:

- A. Give Consultant "all or nothing"
- B. Do not use on-calls for "big projects"

On Urban Projects, we feel we have accomplished the goal of more early communication with consultants, Project Managers and Geotechnical team members.

Recommendations

- Further study by others should be done toward determining how, on major projects, to implement a multidisciplinary process (during scoping) to identify critical issues.
- Also, establish a policy that the prime geotechnical consultant, PM and ADOT geotechnical team member meet after selection and before NTP, to discuss geotechnical issues.

Further discussion on MSC walls.

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JPA Process & Backlog – Susie Tellez

Refer to Presentation

Target Dates: (See Presentation)

Report Progress of JPA - 8/1/05

JPA Backlog Elimination -10/1/05

Intranet Access of Draft JPAs -10/1/05

Intranet Access of Standard Paragraphs -10/1/05

Access to Billed or Recovered JPA Costs via JPA Database -1/15/06

Team Target Dates: (See Presentation)

Implement ECS Process Changes – 1/15/06

Formalize Closeout Process for Construction and Design Projects – Julio Alvarado

Action: Julio to forward handout to Judonne

Checklist identified

Project Development Reasons for Scope Changes – Bob Miller

Refer to Presentation

Noise Documentation – Dan Lance

FHWA Approval for Quiet Pavement Pilot Program – Strategy for a 4 decibel reduction giving additional noise mitigation for wall height.

Bid 5th Project - 100 miles of valley freeways overlays

Quiet Pavement 1 & 2 - 5 decibels obtaining good results

Research will continue through the life cycle of the pavement

This has become a very popular issue

Projects 6-10 will

Misc. Updates

- FHWA Forest Service – Doug Forstie
10/19/05 Annual Partnering Workshop with FHWA, Forest Service and ADOT
initiating partnerships with Tonto National Forest 7/05 tentative meeting
- Navajo Partnership - John Harper
Annual Partnering Meeting in 12/04 Navajo, ADOT, BIA
Also attended a Transportation Summit in 6/05
Continuing to build the partnership
- Environmental Clearance Process - Randy
Working team Phoenix, Mesa, Gilbert, etc, to help streamline the Environmental
Clearance Process
Checklist created and replaced the categorical exclusions
FHWA will meet with team regarding Right of Way Practices

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- City of Mesa Partnership – Matt Burdick / Dan Lance
Next meeting scheduled Fall 2005
Discussed Issues concerning clearance processes, impacting neighborhoods
Outlined an Issue Resolution Process – resolution to issues are being made at a lower level

Quality Improvement of Project Deliverables – Mark Dunbar and Judy Barrette (Handout provided by Mark Dunbar)

Action: Mark to provide additional handout and information in an electronic format to Judonne. Mark will also need to provide updated timelines to Cynthia Mills.

Background of Effort (Mark)

Team Results - Sean McNabb and Bahram Dariush provided input regarding team results.

Training Progress (Judy) – Judy provided the team with the Training Schedule (8 ½ days)

Next Steps (Mark)

- Need to continue training / next teams
- Follow up process / Quality audits
- Cross functional strategy needed
- Workshop Retreat
- Staff / financial resource needed for effort
- Replacement members for Operations/Development Quality Team

Table Group Issues & Senior Leader Decisions.

Team 1 – Presenter Julio Alvarado

- Public Involvement RFP – concerns raised regarding was there enough input given to the RFP Process (This issue was combined with the NEPA Process, see pg.5)
- SATs future data usage – team proposed a SATs Tracking Sheet

Senior Leader Decision – SATs team should be formed. Suggested Team Members: Julio Alvarado, Mary Viparina, John Lawson, Bahram Dariush, Carrie Satterlee, Mike Manthey, Mike Zimmick

Lead: Julio Alvarado

Sponsor: Doug Forstie

Team 2 – Presenter Ron Casper

- Bid Advertisement timeframes (April, May, June prior to a new fiscal year – ARAC, Chip Seals, etc.

Senior Leader Decision – No New Team Needed. Sam Maroufkhani explained Cash Flow Process. Dan also indicated that there are some opportunities for advancement of projects.

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Action: Arnold Burnham will present a draft document for the team to review during the January 2006 Meeting.

Team 3 – Presenter Matt Burdick

- Schedule Issues – Propose a Research Project that identifies Pipeline Projects. Project that did not have schedules and to determine if the projects had schedules did they meet or exceed their timelines, etc.

Senior Leader Decision - Team should be formed. Sam Maroufkhani and Bob Milller discussed existing process.

Suggested Team Members: Barry Crocket, Tammy Flaitz, John Carr, Hari Khana, Bruce Vana, Rick Powers, Mike Manthey, Sabra Mousavi

Lead: Mike Manthey

Sponsor: Sam Maroufkhani

Team 4 – John Hauskins

- Retention and Recession Succession Planning – team proposed a plan to identify and support retention efforts

Senior Leader Decision – No New Team Needed. Per Sam and Dan plans are already underway for Retention & Recession Succession Planning processes. Dan suggests that the team leaders make a concentrated effort to have their staff document their processes and procedures.

Team 5 – Mike Manthey

- Integrating Stakeholder Participation in NEPA Process & Public Involvement RFP Process

Senior Leader Decision – Team should be formed. Suggested Team Members: Matt Burdick, Sally Stewart, Tammy Flaitz, Sam Elters, John Harper, Steve Jimenez, Dallas Hammit, and Perry Powell.

Lead: Sally Stewart & Matt Burdick

Sponsor: Sam Maroufkhani & Shannon Wilhelmsen

Team to provide a status update in January 2006.

- Timeliness of Audit Feedback – Issues concerning Lump Sum Projects

Senior Leader Decision – Team should be formed. Suggested Team Members: Audit – Mickey Schwartz, Jim Romero, Susie Tellez, Bahram Dariush

Lead: Susie Tellez

Sponsor: Dan Lance

Next Steps and Meeting Date

Team agreed to a January 2006 Meeting in Phoenix (date to be determined) and a June 28th and June 29th 2006 Meeting in Payson.

Mark Dunbar suggested that the team members participate in a Quality Improvement Workshop before the next Development / Operations Meetings.

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Meeting Notes and related items will be found on the Partnering Website.

Closing Comments

Sam Maroufkhani relayed positive comments regarding participation and the decrease in the number of issues

Dan Lance discussed the positive outcome of the MAG Lifecycle Audit. Effective July 2005 the lifecycle process will encompass the entire program in the MAG area